



Solicitation Information

Date: February 26, 2013

RFP# 7461274

**TITLE: Consulting, Design and Management Services for Data Center Upgrade –
Community College of Rhode Island, Warwick Campus**

Submission Deadline: Thursday March 21, 2013 @ 11:30 AM (EST)

**PRE-BID/ PROPOSAL CONFERENCE: YES Date: Thursday 3/7/2013
Time: 9:00 AM (EST)**

Mandatory: YES

Location: CCRI, 400 East Ave., 2nd Floor Computer Lab, Warwick RI

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov no later than **3/11/2013 @ 12:00 Noon (EST)**. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis

Interdepartmental Project Manager

**Vendors must register on-line at the State Purchasing Website
www.purchasing.ri.gov**

**NOTE TO VENDORS: Offers received without the entire completed four-page RIVIP
Generated Bidder Certification Form attached may result in disqualification.**

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases on behalf of The Community College of Rhode Island (CCRI) is soliciting proposals for consulting, design and project management services for a state of the art data center upgrade on the Warwick Campus from qualified respondents, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

This is a Request for Proposal not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this request, other than to name those offerers who have submitted proposals.

Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

Please note the following:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Offeror. The State assumes no responsibilities for this cost.
4. Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All prices submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibilities for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractors) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information or changes relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential Offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy - (a) Equal opportunity and affirmation action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-2040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or by email at charles.newton@doa.ri.gov.

An original Proposal plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.04.

SECTION 2: Data Center Upgrade, Consulting/Engineering Services

Scope of Services

The Community College of Rhode Island is planning to upgrade the current services and systems of the data center. We are seeking proposals from interested consulting, design and project management firms who can effectively engineer and design this project. The resulting detailed design plans and specifications will then be put out for bid to qualified information technology professionals who will work under the direction of the engineering firm chosen as a result of this RFP.

Services to be included are as follows:

I. Data Center Design

A. Provide comprehensive data center design and equipment specification, to be concluded by the issuance of 100% Issue for Construction Documents required for public bid. Throughout the development of the design documents, the successful firm will conduct design reviews with CCRI project stakeholders. It is anticipated that (3) three reviews will be required: Schematic Design Review, Design Development Review, and Issue for Construction Review. Design services to include (but not to be limited to) the following infrastructures:

a. Architectural

- i. Room enclosures and environment
- ii. Wall type and specification
- iii. Floor finishes
- iv. Structural design verification of existing capacities
 1. Roof structure for exterior equipment
 2. Existing raised floor for data center equipment.

b. Mechanical

- i. Data Center In Row Cooling
- ii. Humidification
- iii. Mechanical distribution infrastructure sizing and layout
- iv. "Free cooling"
- v. Pump redundancy & sizing
- vi. Data center cooling distribution to accommodate day one equipment and future expansion.

c. Electrical

- i. Service Entrance & Switchgear
- ii. Backup Power & Automatic Transfer Switch connection to new UPS
- iii. Uninterruptible Power Supply
- iv. Data Center power distribution to In Row cooling and ancillary requirements

- v. New generator sizing, specification, and associated electrical distribution
 - vi. Lighting modifications
- d. Provide 100% Issue for Construction Specification Documents.
 - Specifications to include:
 - i. Contract specifications between owner and contractor (if required by CCRI or the State of RI).
 - ii. Site-specific construction requirements for safety, access, temporary facility, etc
 - iii. Submittal, change request, and RFI process
 - iv. Trade specific equipment, materials, and workmanship/procedural specifications
 - v. Bid form requirements and bid instructions
 - vi. Project closeout policies and procedures
- e. Utility Coordination
 - i. Coordinate with National Grid to maximize rebate potential of data center design based on available program funds and design input.

II. Construction Administration

B. Provide project management and oversight of construction process in conjunction with CCRI.

Administration services to include:

- i. Pre-Bid walk through with general contractors in conjunction with CCRI and State of Rhode Island representatives
- ii. RFI response and alternate/submittal reviews during bid and construction process
- iii. Assist in contractor selection and/or contract negotiation (if required)
- iv. Provide weekly site visits to oversee project construction and note any variations from contract documents, design intent and/or any perceived risks based on construction process.
- v. Review of contractor scheduling and scope documentation
- vi. Participate in weekly construction meetings
- vii. Review and approve change orders
- viii. Review and approve contractor application for payments

Qualifications

1. Overview

- a. The Firm must detail its methodology, work plan and approach to the project, and include listing of services provided in-house vs. sub-contracting as well as details of their use on similar projects.
- b. Describe the Firm's range of business services, including a brief narrative statement and general history of operations.
- c. Provide detailed resumes of the "Principal in Charge" and other key personnel to be assigned to the project, outlining educational background, qualifications, and areas of expertise, work experience, and professional memberships. Explain the roles and involvement each will have on this project.
- d. The proposed work plan and timeline.

2. Similar Experience and References

List other clients for whom Firm has provided similar services, with special reference to higher education clients. Include detailed information for a minimum of five (5) references providing project description, project budget, and contact person, title and phone number.

SECTION 3: SELECTION CRITERIA

This will be a "Qualifications Based Selection (QBS)" process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the CONSULTANT to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The selection committee will select the top ranked firm and recommend to the Division of Purchases based on the criteria herein as it may apply to the specific Scope of Work.

Evaluation Factors

Responses will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Professional Fee proposal (**must be submitted in a separate sealed envelope**). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.

a) PART ONE:

Will require a Technical submission and will be evaluated on the following criteria:

1. CAPABILITY AND EXPERIENCE OF THE CONTRACTOR (35 POINTS):

It is important that the successful bidder have extensive experience serving as the Prime Consultant in the higher education data center environment. To demonstrate experience and qualifications, provide the following:

- a. List three or more data center projects for higher education institutions in which your firm has been the prime consultant providing A/E services and that have been completed in the past 2 years.
- b. List three or more data center projects in which your firm has been the prime consultant providing A/E services that have included In Row cooling and scalable, modular UPS technologies and that have been completed in the past 2 years. Additional consideration will be given if these projects have been completed in a higher education environment.
- c. List three or more data center projects (with your firm has been the prime consultant providing A/E services) in which the owner has successfully obtained financial rebate/incentive support from the Utility Company. Qualifying projects will have received rebate/incentive support for the data center only.

2. EXPERIENCE WITH A “LIVE RENOVATION” PROJECT (25 POINTS):

Given that the renovation will take place in an active, operational data center, it is important that the successful bidder have extensive experience serving as the Prime Consultant for similar projects. Please provide the following:

- a. List three or more data center projects in which your firm has been the prime consultant providing A/E services that have been completed as a “live renovation” in an operational data center and that have been completed in the past 2 years. Additional consideration will be given if these projects have been completed in a higher education environment.

3. EXPERIENCE WORKING IN THE CCRI DATA CENTER (10 POINTS):

Given the goals for the data center renovation, existing knowledge of the facility and data center will help accelerate the design process. List any projects you have completed for the CCRI Warwick, RI data center in the past 3 years and any additional relevant knowledge you have of the CCRI Warwick, RI data center.

b). PART 2:

- a. All Offerors must receive a minimum score of 55 points on the Technical proposal submission. Offerors not scoring at least 55 points will not be considered further.
- b. A Professional Fee proposal **must** be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal will represent **30** points for a possible total score of 100 points.
- c. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and expected reimbursables.
- d. **The Professional Fee proposal will provide a total fixed cost for the entire project as a Lump Sum price. THIS SHALL BE A FIXED FEE (DOLLAR AMOUNT), which INCLUDES, as a separate line item, expected reimbursables.**
- e. ALL WORK INDICATED IN THIS RFP MUST BE INCLUDED and A LUMP SUM FIXED FEE (DOLLAR AMOUNT) must be provided, or the bid will be rejected as being non-responsive.

The College will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Capability / Experience	35 Points
Live Renovation Projects	25 Points
CCRI Data Center Experience	10 Points
Cost [calculated as the lowest cost divided by this cost times 30 points]	30 Points
Total Possible Points	100 Points

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the Technical review Committee and answer questions.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

SECTION 4: Proposal Submission

PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases (the email address is found on page 1 of this solicitation) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

PROPOSAL SUBMISSION

- a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked with the **RFP number** (found on page 1 of this solicitation) and the words “**Consulting, Design and Management Services Data Center Upgrade CCRI, Warwick Campus**” to:

RI Dept. of Administration

Division of Purchases, 2nd floor

One Capitol Hill

Providence, RI 02908-5855

- b) NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

PROPOSAL CONTENTS

Proposals must include the following:

- i. A completed and signed four-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- ii. **Only One Copy** of a completed and signed W-9 downloaded from the RI Division of Purchases Internet home page should be included in the copy marked “**Original**” of the Proposal.
- iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

Terms and Conditions of Submission

The State of Rhode Island reserves the right to cancel this RFP, or reject any or all proposals or parts of thereof, to waive any formality in same, or accept any proposal deemed to be in the best interest of the school. Any proposal not received by the designated date and time will be determined late and not be considered. Applicants may withdraw their proposals, by written request, prior to, but not after the set time for proposal submission. Thereafter, proposals are irrevocable for a period of not less than one hundred twenty (120) days, and may not be withdrawn or modified.

END